

COMMUNITY ACTION AGENCY

INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN)



Renewing Your ITIN? Things You'll Need

Additional Individual Taxpayer Identification Numbers (ITINs) expire at the end of 2019. The IRS issues an ITIN to those who have a filing or reporting requirement but don't have and are not eligible to get a Social Security number. If you need to renew your ITIN, you should submit a complete application this fall to avoid delays. **ITINS with the middle digits 83, 84, 85, 86 and 87 will expire December 31, 2019.**

Do not renew your ITIN if:

- You do not expect to file, or be included on, a US federal tax return in 2020.
- Your ITIN is only used for the filing of information returns by third parties
- You have become a U.S. citizen or legal resident alien and have an SSN
- Your spouse and dependent(s) outside the U.S. who would have been claimed as a personal exemption unless:
 - They are filing their own return
 - They qualify for an allowable tax benefit (a dependent parent who qualifies the primary taxpayer to claim Head of Household (HOH) filing status and a copy of the federal tax return must be attached to their W-7 renewal application)

The following list includes the documents you'll need to renew your ITIN:

1. Form W-7. You must submit a completed [Form W-7](#), Application for IRS Individual Taxpayer Identification Number (Rev 9-2016). You don't need a completed tax return for the renewal application. You must include the identification documents with the form.

2. Proof of foreign status and identity. Several documents satisfy this requirement. These are:

- Passport. (Note: You can use a valid and up to date passport as a stand-alone document for yourself and dependents with a U.S. date of entry. Otherwise, an additional ID from the list below is required)
- National ID card (must show photo, name, current address, date of birth and expiration)

- U.S. driver's license
- Birth certificate (required for dependents under 18)
- Foreign driver's license
- U.S. state ID card
- Foreign voter's registration card
- U.S. military ID card
- Foreign military ID card
- Visa
- U.S. Citizenship and Immigration Services (USCIS) photo identification
- Medical records (only dependents under 6)
- School records (dependents under 14, or under 18 if a student)

Only original documents or copies certified by the issuing agency are accepted. If you would rather not mail original documents, you may use the [IRS Certified Acceptance Agent \(CAA\) Program](#) or make an appointment at a [designated IRS Taxpayer Assistance Center](#).

3. Dependent requirements. If you need to renew your ITIN, you have the option to renew ITINs for your entire family at the same time. Dependent applications require:

- A valid and up to date Passport
- A VISA
- A birth certificate
- U.S. medical records for dependents under age 6, or
- U.S. school records for dependents under age 18
- U.S. school records for dependents age 18 and over or,
 - Rental statement with the applicant's name and U.S. address or
 - Utility bill with the applicant's name and U.S. address or
 - Bank statement with applicant's name and U.S. address

To claim certain credits and to receive a timely refund, renew your ITIN before you file your taxes.

Note: The IRS has approved Community Action Agency staff as a Certified Acceptance Agent for Montgomery County residents. Please call **240-777-1123** to schedule an appointment or for additional information on ITIN renewals.